

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
NOVEMBER 13, 2018
MINUTES

Location: Robbins Library Conference Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:23 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, and Joyce Radochia. Currently there is a vacancy on the board. Also in attendance were Andrea Nicolay, library director, Anna Litten, assistant library director, and Town Manager Phyllis Marsh.

Community Time

There were no members of the public present.

Trust Fund Investment Performance Review with Town Treasurer Phyllis Marshall

Arlington Town Treasurer Phyllis Marshall met with the Board to review the Boston Advisors report, review the trust fund investments, and discuss the performance of the investment group. Ms. Marshall looks forward to supporting the Board as well as meeting with the investment firm to assess the work of Boston Advisors. Ms. Nicolay, Mr. Delmolino and Ms. Marshall will meet to give Ms. Marshall more background on the library's trust funds.

Approval of October 9th Meeting Minutes (vote needed)

The Board reviewed the minutes of the October 9 meeting. Ms. Fennelly moved to approve the minutes as amended. Mr. Delmolino seconded the motion. The Board approved the minutes as amended.

Meeting Room Use Policy (vote)

The Board reviewed the Library Meeting Room Use Policy. Ms. Calvin moved to adopt the revised Meeting Room Use Policy. Ms. Fennelly seconded the motion. The Board approved the revised Meeting Room Use Policy.

Fox Shop Space RFP Update

Ms. Nicolay shared an update about the Fox Library Space RFP. The Board discussed protections for the library and sensible rules for the tenant. The draft RFP includes information on terms of the lease and evaluative criteria for proposals. The Board requested that Ms. Nicolay share the draft with the Board. Ms. Nicolay will share the draft with the Board, collect feedback, and review the draft RFP with trustee designees to discuss changes. The working

group will include two Trustee representatives, Mr. Gates and Ms. Hampe, a representative from the Town Manager's office, and two library staff representatives.

FY20 Budget Review

Ms. Nicolay presented a brief review of the FY20 budget to the Board. The operational budget request includes level funding. The focus of the FY20 Budget request will be the request to do away with overdue fees. Ms. Nicolay thanked Mr. Delmolino for his efforts in helping prepare the budget request presentation.

Winfield Robbins Art Prints Warrant Article Status

Ms. Nicolay presented a draft of the Art Prints Working Group Project Overview. Town Counsel is currently drafting the warrant article. There will be opportunities for the Board to present at Town Meeting in support of the warrant article. In preparation for Town Meeting the Board will educate the community, including Town Meeting Members, providing information on the art print collection. The Board recommended collecting additional information regarding the circulating art print collection so the Board can better communicate with the public about potential impact of the sale of the Winfield Robbins Collection.

Trustee Vacancy Update

Ms. Nicolay updated the Board on the status of the Trustee vacancy. The Board requested language to use in widening the search for applicants.

Director's Report

The Board reviewed the Director's Report: Ms. Nicolay expressed her appreciation that the Capital Committee is considering the Reimagining Our Libraries projects.

Foundation Liaison Update

Ms. Nicolay reported that the Foundation Board has two new members and anticipates a third. They are working on getting the annual appeal out in November.

Friends Liaison Updates

Mr. Gates reported on the Friends of Fox Board meeting. The Friends of Fox Board discussed programs and will look forward to the RFP for the Fox Library space. Ms. Radochia reported on the Friends of Robbins Board meeting. The Board discussed programs and eliminating DVD fees and building other creative ways to raise funds.

Communications and Announcements

No communications were shared with the Board.

Unanticipated Items

Mr. Gates resigned as Trustee Liaison to the Friends of Fox Board. Ms. Fennelly moved to approve Mr. Delmolino as liaison to for the rest of Mr. Gates' term. Ms. Calvin seconded the motion. The Board approved the motion.

Date of Next Meeting

December 11, 2018

Adjournment Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting adjourned at 9:18 p.m.

Materials Distributed:

- November 13, 2018 Meeting Agenda
- October 9, 2018 Meeting Minutes
- Library Meeting Room Use Policy & Scheduling Procedures
- Draft Art Prints Working Group--Project Overview FY19
- October 2018 Director Report with Monthly Snapshot